



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

STAFF SERVICES MANAGER I (SPECIALIST)

\$5,311 - \$6,598

**COMMUNITY PROGRAMS AND POLICY INITIATIVES BRANCH
LOS ANGELES / SAN FRANCISCO / SACRAMENTO**

RESPONSIBILITIES:

The California Department of Insurance (CDI) seeks a motivated candidate for the position of Staff Services Manager I, (Specialist). Under the policy direction of the Deputy Commissioner, Community Programs and Policy Initiatives Branch, and under the administrative direction of the Special Projects Division Manager, the incumbent will provide direct leadership and policy direction over the California Low Cost Auto (CLCA) Insurance Program.

The Staff Services Manager I (Specialist) will oversee the external outreach/advertising contract as well as provide oversight of the interagency agreement with Department of Motor Vehicles. This includes, but not limited to, close coordination with the department's Budget Office, Accounting Office, and Business Management Bureau to ensure compliance with all policies and procedures. The incumbent will also serve as the Commissioner's designee on the California Automobile Assigned Risk Plan (CAARP) Advisory Board and will coordinate the department's workload related to the CAARP Advisory Board, including, but not limited to, preparation of CDI materials for the CAARP meetings. The Staff Services Manager I (Specialist) will also prepare talking points and coordinate all related materials for press interviews. The incumbent will staff the Insurance Commissioner at CLCA events and provide presentations to legislative offices, trade association meetings, the media, and consumer groups.

****Resume and Statement of Qualifications required for this position. ****

DESIRABLE QUALIFICATIONS:

- Knowledge of performance measures and techniques to accomplish goals and objectives
- Ability to coordinate and integrate the work of multiple working groups and projects
- Excellent written and oral communication skills
- Knowledge of the Department's operations and mission

12/9/15 PN

DO NOT SUBMIT APPLICATIONS TO CalHR

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.



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- Dependability and the ability to adjust to shifting priorities while meeting deadlines
- Knowledge of the insurance industry and California insurance law
- Ability to work cooperatively and effectively with others
- Bilingual in Spanish

STATEMENT OF QUALIFICATIONS:

All interested candidates must submit a completed standard [State Of California Application STD 678](#) and a "Statement of Qualifications" in order to be considered for this position. The Statement of Qualifications serves as documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.

Please answer the following questions:

1. Provide a **narrative discussion** on how your education, training, experience, and skills relate to the desirable qualifications listed above?
2. Provide a **narrative discussion** on your top three ideas to increase the California Low Cost Auto policy sales.

Resumes do not take the place of the Statement of Qualifications. Applicants who fail to submit a resume and the Statement of Qualifications will be eliminated from the selection process.

WHO MAY APPLY:

Applications will be accepted from current State employees at the Staff Services Manager I level, those within transfer range, or individuals who have list eligibility. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.***

APPLICATION PROCEDURE: Send a completed standard [State Of California Application STD 678](#), Resume, and a "Statement of Qualifications" to Penny Nerona, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **Please indicate "STAFF SERVICES MANAGER I (SPECIALIST), PSN #413-XXX-4800-XXX" on the State application.**

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APPLICATIONS RECEIVED WITHOUT THE ABOVE INFORMATION MAY NOT BE CONSIDERED FOR REVIEW. Emailed applications will not be accepted. **Applications must be postmarked by the final filing date to be considered.** For additional information, please contact (916) 492-3300 or email Penny.Nerona@insurance.ca.gov.

FINAL FILING DATE: TUESDAY, DECEMBER 22, 2015

NOTE: Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CalHR for review and the applicant's name may be removed from the eligibility list.

If you are applying for more than one recruitment, a separate [State Of California Application STD 678](#) is required for each recruitment for which you would like to be considered.

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